



▶ UNIVERSITY OF KASHMIR

University Campus, Hazratbal, Srinagar-190006, J&K

Phone: 0194-2272067

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Website: www.kashmiruniversity.net

▶ Advertisement Notice No. I of 2020 dated July 25, 2020

Online Applications are invited for eligible candidates for below mentioned tenure based posts in various Campuses/ Departments/Units of the University:-

| S. No. | Post ID | Post | Campus/Department/ Institute/ Centre | No. of posts |
|--------|-----------|----------------------------|--|--------------|
| 1 | PGD-UNV-8 | Controller of Examinations | Main Campus | 1 |
| 2 | NC-NC-1 | Director | North Campus | 1 |
| 3 | SCU-SCU-1 | Director | South Campus | 1 |
| 4 | PGD-CNV-1 | Director | Convocation Complex | 1 |
| 5 | PGD-DI-1 | Director | Directorate of Internal Quality Assurance (DIQA) | 1 |

I. IMPORTANT DATES

| | | |
|-----|--|-------------------------------|
| I. | Submission of Online Forms from | 31 st July, 2020 |
| II. | Last date for submission of Online Forms | 24 th August, 2020 |
| | Last date for submission of Hard copies | 31 st August, 2020 |

II. PAY LEVEL

| | | |
|-----|---|---|
| I. | Controller of Examinations, Director, North/South Campuses, Director, Convocation Complex | Level 14 (1,44,200-2,18,200) Entry Pay 1,44,200 |
| II. | Director, DIQA | Level 13-A (Rs. 1,13,100-2,16,600) Entry Pay 1,31,100 |

III. AGE

Preferably not more than 57 years for the post of Controller of Examinations and 55 years for Director, North/South Campus/Convocation Complex/DIQA.

IV. QUALIFICATIONS AND OTHER ESSENTIAL REQUIREMENTS

For the post of

1. Controller of Examinations

- a) Master's degree with at least 55% marks or an equivalent grade "B" in UGC 7 point scales
- b) At least 15 years of experience as Assistant Professor in Level 11 of Pay Matrix Rs. 68900-117200 (Pre-revised: PB-3 AGP Rs. 7000) and above or with 8 years' of service in Level 12 of Pay Matrix Rs. 101500-167400/- (Pre-revised: PB-3 AGP Rs. 8000) and above including as Associate Professor alongwith experience in educational administration.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar in Level 12 of Pay Matrix Rs./ 78800-209200/- (Pre-revised: PB-3 GP Rs. 7600/0) or an equivalent post.

OR

Comparable experience in Research establishments and/or other institutions of Higher Education

2. Director, South/North Campus

- a) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven point scale;
- b) Ph.D. in any discipline
- c) At least 15 years of administrative and/or teaching experience of which 8 years as Deputy Registrar or an equivalent position;

OR

At least 15 years of experience as Assistant Professor with 8 years in Reader/Associate Professor's grade /Assistant Professor (Selection grade) alongwith experience in Educational administration

OR

Comparable experience in research establishments and/or other institutions of Higher Education.

3. Director, Convocation Complex

- a) Master's Degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale
- b) At least 15 years' of experience as Assistant Professor in the Pay Band of Rs. 15600-39100 AGP of Rs. 7000 /Pay Level 11 (Rs. 68,800-2,11,500) and above OR with 8 years' of service in the Rs. 15600-39100 AGP of Rs. 8000/Pay Level 12 (79,800-2,11,500) and above including as Associate Professor alongwith experience in educational administration,

OR

Comparable experience in research establishment and/or other institutions of higher education,

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post

4. Director, DIQA

- a) Master's Degree with 55% marks in any discipline or its equivalent grade of B in UGC seven point scale from a recognized University.
- b) Ph.D. in any discipline.
- c) At least 15 years of administrative and/or teaching experience of which 8 years as Deputy Registrar or an equivalent post or position.

OR

At least 15 years of experience as Assistant Professor with 8 years as Reader/Associate Professor grade/Assistant Professor (selection scale) alongwith experience in Educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

V. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR SEVEN POINT SCALE

In the Seven Point Scale with letter grades O, A, B, C, D, E and F, "B" shall be regarded as equivalent of 55%, wherever the grading system is followed:

| Grade | Grade Point | %age equivalent |
|-----------------|-------------|-----------------|
| O=Outstanding | 5.50-6.00 | 75-100 |
| A= Very Good | 4.50-5.49 | 65-74 |
| B=Good | 3.5-4.49 | 55-64 |
| C=Average | 2.50-3.49 | 45-54 |
| D=Below Average | 1.50-2.49 | 35-44 |
| E=Poor | 0.50-1.49 | 25-34 |
| F=Fail | 0.00-0.49 | 00-24 |

Relevant grade which is regarded as equivalent to 55% wherever the grading system is followed by recognized University shall also be considered eligible.

A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders, who have obtained their Master's degree prior to 19th September, 1991.

VI. SUBMISSION OF ONLINE APPLICATION FORMS

Step 1: Visit <http://www.kashmiruniversity.ac.in> and Click on **Jobs/ Recruitment** link. Read detailed important Instructions and Preview of whole process for Registration and submission of Application Form before proceeding ahead.

Step 2: Candidate needs to register himself/herself before submitting the Online Application. For Registration, Click on the Register as an Applicant link. Remember the Username and Password for future reference. Use valid Email id and mobile during registration process.

Step 3: After successful Registration, Login into the system by using your Username and Password.

Step 4: Key in the personal details, educational qualifications, experience etc then Preview the Form. If details are correct, Click on Submit. If there are variations or you want to update, Click on Preview button, make corrections, updating and then Submit. **Remember, no editing or updating is allowed after the Form is submitted.** Get a print out and note the Form No. for future reference.

Step 5: Select payment mode for depositing Application Fee (Online mode or against the pay-in-slip). Deposit the Application Fee of Rs. 1050/-, through Online mode or against the bank pay-in-slip generated with the Application Form, in any of the branches of the J&K Bank, across the country.

VII. SUBMISSION OF DOWNLOADED APPLICATION FORMS (HARD COPY)

Submit a Print-out of the Application Form submitted online along-with the enclosures, duly numbered at right hand top margin, as per the auto-generated serial numbers against each entry, Bank Pay-in-Slip/Online Payment Acknowledgement and one copy of latest Curriculum Vitae, duly spiral-binded, either personally or through Registered/Speed Post to the Office of the Deputy Registrar (Recruitment), Ground Floor, Administrative Block, University Campus, Hazratbal, Srinagar-190006, J&K, India.

Candidates sending printout of their Application Forms by post should ensure that the envelope containing Application Form is super-scribed as "*Application for the post of, Post ID, Advt. Notice No. dated*" and reaches by or before the last date. **Application Forms received after the last date shall not be entertained.**

VII. OTHER TERMS AND CONDITIONS :

- a. The appointment to these posts shall be on tenure basis for a maximum period of five years.
- b. Candidates who have been awarded post graduate/Ph.D. degree from Foreign University should enclose "Equivalence Certificate" issued by Association of Indian Universities (AIU), New Delhi without which their candidature will not be considered and application form will be rejected.
- c. Terms and conditions of appointment of the candidates shall be governed by the provisions of the Kashmir & Jammu Universities Act, 1969, and Statutes & Regulations of the University made there under from time to time, University Grants Commission and the Union Ministry of Human Resource Development, wherever applicable.
- d. Where the University does not have its own service rules, those prescribed by the UT Government for its employees are, mutatis mutandis, applicable to the University employees also.
- e. Only those candidates should apply for the posts, who fulfill the eligibility criteria on or before the last date of receipt of applications.
- f. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof.
- g. Applications by Government servants should be sent through the Administrative Authority concerned. In the case of the University Teachers/Employees, through the Registrar of their respective University and in the case of persons employed in the private firms and Institutions through the Head of the firm/institutions concerned. **APPLICATIONS NOT ROUTED THROUGH THE RESPECTIVE CHANNELS ARE LIABLE TO BE REJECTED.** However such candidates are advised not to wait for the last date and an advance copy may be sent at the earliest followed by application through proper channel.
- h. Applications received late or on plain paper or incomplete in any respect shall not be entertained.
- i. Candidates selected for appointment will be placed on probation for one or two years as per recommendations of the Selection Committee.
- j. Canvassing in any form by or on behalf of the candidate will be a disqualification.
- k. Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by a candidate, will, in addition to debarring him/her permanently or for a specific period from any employment in the University and also render him/her liable for criminal prosecution.
- l. The candidates shall have to produce the original documents relating to their age, qualifications, experience, fitness and other claims whatsoever at the time of interview. The

- selected candidates shall also be required to produce the said documents before joining the post to which they are appointed.
- m. The University shall verify the antecedents of all documents of the candidates submitted at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith and the action shall be taken as warranted under rules.
 - n. The candidates selected and invited for interview will have to present themselves for interview at their own expenses.
 - o. The candidates are advised to write their name strictly as per Matriculation/Higher Secondary Certificates.
 - p. Candidates are advised to submit the Relation Certificate w.r.t. relative/s, if any working in the University of Kashmir indicating Name, Designation and Department of the relative/s.
 - q. This advertisement is subject to the outcome of writ petition(s), if any, pending before any Competent Court of Law.

VIII. GENERAL INSTRUCTIONS:

- a) Candidates are advised to regularly login to his/her profile using username and password for latest updates/important instructions, released by the University from time to time.
- b) The interview call letters shall be sent under Speed/Registered post. Candidates shall also be informed through E-mail/SMS registered at the time of Registration. However, the University shall not be responsible for any postal delay, whatsoever or non-delivery of E-mail/SMS due to technical or any other issues.
- c) All enclosures attached with the Application Form should be self attested and attached in the same order as of the Serial Number generated against each entry, alongwith a copy of detailed Curriculum Vitae. Incomplete Application Forms and without enclosures shall be rejected.
- d) Addendum/corrigendum and instructions, to this advertisement shall be uploaded on the University website only.

IX. DOCUMENTS TO BE ATTACHED:

- a) Attested copy of date of birth certificate
- b) Attested copies of all qualifications/experience certificates as per the detailed submitted in the Application Form;
- c) Bank Draft/Bank Receipt of Rs. 1050/-.

SD/-
(Dr. Nisar Ahmad Mir)
Registrar

No. F/Advt-Adm/Rec/KU/20
July 25, 2020